

Washington County

Job Description



Title:	Part Time Marketing Assistant		
Division:	Convention & Tourism Office	Effective Date:	07/10
Department:	Convention & Tourism Office	Last Revised:	10/15
Career Service:	PT-Exempt	FLSA:	Eligible

GENERAL PURPOSE

Performs a variety of administrative support and technical duties as needed to expedite the day-to-day operations of the county convention and tourism office.

SUPERVISION RECEIVED

Works under the general supervision of the CTO Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Works as front desk receptionist for Dixie Center and St. George Convention and Tourism Office. Interacts with the general public, clients and vendors. Answers and directs all incoming telephone calls.

Manages VisitStGeorge.com calendar. This includes gathering countywide event holders/producers to regularly input their events into the calendar, as well as finding and adding events.

Assists with design and creation of brochures, prints ads, digital ads, fliers, etc.

Assists with various meetings - coordinates agendas, notify attendees, prepare documents and takes minutes.

Assists team members with media submission for ads and other photo assets. This includes working with various industry representatives, i.e. media writers, photographers, meeting planners.

Responsible for shipping vacation planners and promotional items to various locations in the US and Internationally.

Provides ongoing, general assistance to marketing team members.

Performs other duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;
 - AND
 - B. Two (2) years of experience in an office environment. Tourism related or marketing experience would be helpful;
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Must have knowledge of general office maintenance and practices; very good interpersonal communication skills; public relations. Good knowledge of Microsoft Office Suite and must have Adobe Creative Suite. Ability to communicate effectively verbally and in writing. Creating, proofreading and editing would also be valuable.

Must have working knowledge of computer, phone, fax, adding machine, copy machine, scanner, etc.

Must have ability to develop effective working relationships with supervisors, fellow employees, and the public; work independently and deal effectively with considerable stress caused by work load and time deadlines; exercise initiative and independent judgment and act resourcefully under varying conditions.
3. Special Qualifications:

Must possess a valid state of Utah driver's license.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Hand-eye coordination is necessary to operate computers, audio visual equipment and various pieces of office equipment. Mental application utilizes memory for details, listening, patience, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Some travel may be required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)